

REQUEST FOR PROPOSAL
INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
FOR
FIRE ALARM TESTING & MAINTENANCE
2008

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REQUEST FOR PROPOSAL

Indianapolis Marion County Public Library

A. BACKGROUND

This Request for Proposal ("RFP") issued by the Indianapolis-Marion County Public Library (the "Library") seeks proposals from vendors ("Vendor") for the provision of fire alarm testing, repair and maintenance services ("Services") for the Library's fire alarm systems located at Library facilities.

The Library facilities consist of twenty-two (22) branch libraries, the Central library, the Library Service Center and the Ambassador building, a former residential property currently owned and maintained by the Library (collectively the "Facilities"). The Library operates as a Municipal Corporation within the City of Indianapolis and Marion County.

The successful Vendor must be an authorized and/or licensed company able to certify fire alarm systems in the State of Indiana, Marion County and have the capability and workforce to conduct regular testing, repair and maintenance of fire alarm systems and be able to provide services on an immediate or emergency basis. The successful Vendor will be required to conduct all annual testing of the alarm systems at the Library Facilities and prepare and file all City and/or State testing compliance reports as required. Testing services will be performed at all Facilities on an annual basis and other repair and maintenance services shall be provided on an as needed basis as warranted and requested by Library. In the case of an emergency, the successful Vendor must be able to make technicians available on an immediate basis.

This RFP describes the [requirements][technical specifications] for the Services to be performed and contains an overview of the terms under which Services are to be provided.

Vendors may offer quotes for any and all combinations of Services contained in the Scope of the RFP. Special consideration may be given to respondents who can provide all identified Services.

The Library will consider partnerships between vendors to provide the full range of required Services.

Attachment A contains the inventory of locations to be serviced.

Attachment B contains the fee schedule, which must be completed by the Vendor.

B. REQUIREMENTS

The terms Vendor and Contractor used throughout this RFP are used to define Vendor as those firms submitting a proposal ("Proposal") and Contractor as the firm or firms selected to perform the Services specified in this RFP. The term Library shall be defined as the Indianapolis-Marion County Public Library.

The selected Contractor shall perform all Services as described herein unless the Contractor can explain in detail that the deviation would be of material benefit to the Library.

The Contractor's staff shall be available to meet with Library staff, when requested, to discuss and coordinate Services.

The Contractor and the Library shall mutually establish routine written procedures for handling the Services described herein.

The Contractor shall have, as a minimum, the capabilities listed herein, and the proposal submitted must reflect in detail the inclusion of these Services as well as the degree of expertise in utilizing these capabilities.

C. REQUIRED SERVICES

Services requested will include but are not necessarily limited to the following:

1. testing, repair and maintenance of fire alarm systems; and
2. annual testing of the alarm systems and preparation and filing of City and/or State testing compliance reports as required. The successful vendor must be a certified and/or licensed company capable and authorized to certify fire alarm systems.

In case of an emergency, the successful Contractor must have technicians available on an immediate basis.

With the exception of the annual testing of alarm systems, any testing, repair or maintenance service to be performed will be directed to the Contractor via work orders or by telephone only by authorized Facilities Management section personnel of the Library. Documentation of time and materials spent on each request for service shall be required.

For services requested, the Vendor shall provide the following pricing or fee schedule information if applicable, and any other pricing information it deems appropriate for Library consideration:

1. normal hourly rate for technicians performing the required tasks;
2. over time hourly rate and holiday hourly rate;
3. the estimated amount of time and the estimated total cost for the annual testing and reporting portion of this project.;
4. truck rates; and
5. any percentage of mark-up on materials, supplies or parts associated with inspections and repairs (which will require a copy of the invoice paid by the vendor at the time of billing).

The RFP must also include the names of Vendor's staff with their education and years of experience if they are going to perform inspection or repair on Library fire alarm equipment.

A Vendor must have been in business for at least three (3) consecutive years and must have proof of insurance. The successful Vendor must document its ability to provide twenty four (24) hour seven (7) days per week service.

D. PROPOSAL INFORMATION

1. Request For Proposal - The Library is hereby contacting prospective Vendors who have the potential to furnish the requested Services. Upon request, each prospective Vendor will receive one copy of the RFP from the Library; prospective Vendors are responsible for making additional copies as required to satisfy their needs. Vendors are encouraged to initiate preparation of proposals immediately upon receipt of this RFP so that all relevant questions and information needs can be identified and answered, and so adequate time is available to prepare a comprehensive and complete response.

2. Point of Contact – All communication with the Library must be directed to the single point of contact ("POC") for this project, as follows:

Name: Pamela Knox Hammersley
Title: Contract Administrator
Library: Indianapolis-Marion County Public Library
Address: 2450 N. Meridian Street
Indianapolis, IN 46208
Email: phammersley@imcpl.org
Telephone: 317/275-4822
Fax: 317/269-5220

3. Schedule of Activities - The following table outlines the tentative schedule of major activities for the RFP and Proposal selection processes. The Library reserves the right to amend the schedule as necessary.

Event	Date
Issue the RFP	July 1, 2008
Cutoff date for questions	July 17, 2008
Proposal Submission Deadline	August 1, 2008
Proposal evaluations	August 4 – August 8, 2008
Vendor selection by Selection Committee	August 8, 2008
Recommendation to Building Committee	August 12, 2008
Recommendation to Board	August 21, 2008
Notification of Award	August 22, 2008
Final services agreement signed by	August 25, 2008
Agreement fully operational by	September 1, 2008

All proposals must be submitted to the Library Service Center, 2450 N. Meridian Street, Indianapolis, IN 46206-0211 Attn: Pamela Knox Hammersley, Contract Administrator

4. Vendor Qualifications - The Vendor shall have the following minimum qualifications:

1. A sound business reputation;
2. Proven capabilities in delivering services and reports on time and on budget;
3. Appropriate resources to satisfy the requirements set forth herein;
4. Demonstrated track record in similar service relationships, including at least four library/government/corporate clients;
5. Demonstrated track record in overall client satisfaction;
6. Resumes of all project staff.

5. Vendor Rights - All materials submitted in response to this RFP become the property of the Library upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between the Library and the Vendor. Each Vendor, as an express condition for the Library's consideration of such Vendor Proposal, agrees that the contents of every other Proposal is confidential, proprietary and trade secret information in all technical areas and waives any right to access to such Proposals. No submissions or supporting documentation will be returned to Vendor.

Vendors submitting Proposals should recognize that the Library is a public body and, as a public body, the Library is subject to disclosure requirements and must abide by public record laws. Neither party shall be liable for disclosures required by law.

6. Reservation of Rights - This RFP does not commit the Library to award a services agreement, to pay any costs incurred in the preparation of a Proposal to this request, or to otherwise contract for any services.

The Library reserves the right to accept or reject any or all Proposals received as a result of this request, to negotiate with any qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of the Library to do so.

The Library will evaluate Proposals based upon the effectiveness of the perceived performance as it relates to the Library's specific requirements. The lowest fee Proposal shall not necessarily be selected. The Library specifically reserves the right to reject any or all Proposals or any part thereof; or to waive any defects or informalities in a Proposal when it is determined by the Library to be in the Library's best interest.

7. Late Proposals Not Considered - Proposals received after the stipulated Proposal Submission Deadline will not be considered.

8. Inconsistency or Error in the RFP - Any Vendor believing that there is any ambiguity, inconsistency or error in the RFP shall promptly notify the Library in writing of such apparent discrepancy. Failure to so notify the Library by the Proposal Submission Deadline will constitute a waiver of claim of ambiguity, inconsistency or error.

9. Vendor Errors or Omissions - The Library is not responsible for any Vendor's errors or omissions.

10. Addenda - The Library shall not be responsible for any oral instructions given by any employees of the Library in regard to the proposal instructions, specifications or proposal documents as described in this RFP. Any changes will be in the form of an addendum, which will be furnished to all Vendors who are listed with the Library as having received the RFP, or to any other Vendor who requests an addendum.

11. Vendor Incurred Costs - The Vendor shall be responsible for all costs incurred in preparing or responding to this RFP. All materials and documents submitted in response to this RFP become the property of the Library and will not be returned after the Proposal Submission Deadline.

12. Modification or Withdrawal of Proposal - A Proposal may not be modified, withdrawn or cancelled by a Vendor for one hundred eighty (180) days following the Proposal Submission Deadline and each Vendor so agrees in submitting the Proposal.

Proposals may be withdrawn, altered and/or resubmitted at any time prior to the submission deadline.

Notice of pre-submittal date withdrawal must be in writing over the signature of the Vendor or may be by telegram, telex or FAX.

If by telegram, telex or FAX, written confirmation over the signature of the Vendor must have been mailed and postmarked on or before the Proposal Submission Deadline.

Withdrawn Proposals may be resubmitted up to the Proposal Submission Deadline, provided that they are then fully in conformance with these general terms and conditions.

13. Rejection of Solicitation Responses - The Library reserves the right to reject any or all responses received, or any part thereof; to accept any response or any part thereof; or to waive any informalities when it is deemed to be in the Library's best interest. Any Vendor objecting to the rejection of a Proposal, or portion thereof, must submit a written protest stating the reasons for the protest to the Library within (5) calendar days from the date of the Library's Notification of Award letter.

14. Vendor Certification - By submission of a proposal, the Vendor certifies that the Vendor has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of the Library.

15. Exceptions - It is the intent of the Library to award a services agreement on a fair, competitive basis. For this reason, the Library may view the notation of any "Exception" in response to any material conditions or requirement of the RFP as an attempt by the Vendor to vary the terms of the RFP, which, in fact, may result in giving such Vendor an unfair advantage over other Vendors. For this reason, the Library will, at its option, not allow exceptions to any material requirement if, in the opinion of the Library, the exceptions alter the overall intent of this RFP, unless the exception would be of material benefit to the Library.

16. Library's Right to Disqualify For Conflict of Interest - The Library reserves the right to disqualify any Vendor on the basis of any real or apparent conflict of interest that is disclosed by the Proposal submitted or any other data available to the Library. The right of disqualification is at the sole discretion of the Library. Any Vendor submitting a Proposal herein, waives any right to object at any future time, before any body or agency, including but not limited to, the Library, or any court, to the Library's exercise of its right of disqualification by reason of real or apparent conflict of interest as determined by the Library.

17. Warranties - Any Vendor submitting a proposal in response to this RFP warrants and guarantees that the Vendor is fully capable of performing each and every task set forth in the Proposal. No limitation or exception to this warranty provision will be acceptable to the Library; except, it is understood that the Vendor is not responsible for any problems in performance caused by improper acts or omissions by the Library.

18. Covenant Against Contingent Fees - The Vendor warrants that no person or selling agent has been employed or retained to solicit or secure the services agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Vendor for the purpose of securing business.

For breach or violation of this warranty, the Library shall have the right to annul the services

agreement without liability or in its discretion to deduct from fees or payments due the Vendor the commission, percentage brokerage or contingent fee.

19. Gratuities - The Library may, by written notice to the Vendor, terminate the right of the Vendor to proceed under the services agreement upon one (1) calendar day notice, if it is found that gratuities in the form of entertainment, gifts or otherwise were offered or given by the Vendor, or any agency or representative of the Vendor, to any officer or employee of the Library with a view toward securing or amending, or the making of any determinations with respect to the performance of such contract; provided that the existence of facts upon which the Library makes such findings shall be an issue and may be reviewed in any court of law. In the event of such termination, the Library shall be entitled to pursue the same remedies against the Vendor as the Library could pursue in the event of default by the Vendor.

20. Affirmative Action in Employment - The Library is committed to provide an equal opportunity for participation of minority and women owned business enterprises and providing equal opportunity in all Library business.

It is the goal of the Library to achieve participation of minority and/or women owned business enterprises consistent with the City of Indianapolis' utilization policy in the procurement of goods and supplies, in the retention of professional services, and in the construction and renovation of facilities.

For purposes of tracking minority and/or women owned business enterprises utilization, Vendors who are MBE or WBE firms or who meet the criteria of MBE or WBE firms or similar requirements for out-of-state firms, are requested to provide a statement in the Proposal indicating their status, the appropriate designation, and whether they are certified as such. If certified, a copy of a certification by the State of Indiana (or other state) or the City of Indianapolis should be included in the Proposal. The Library extends to each individual, firm, vendor, supplier, contractor and subcontractor an equal opportunity to compete for Library business and strongly encourages voluntary utilization of disadvantaged and/or minorities to reflect both industry and community ethnic composition.

A successful vendor in performing under a service contract rendered shall not discriminate against any worker, employee or applicant or any member of the public because of race, creed, color, religion, gender, national origin, age or disability, nor otherwise commit an unfair employment practice. The selected Contractor will take affirmative action to ensure that applicants are employed, and that employees are dealt with during employment, without regard to their race, creed, color, religion, gender, national origin, age or disability.

21. Proposal Fees and/or Percentages - The Vendor must submit clearly stated fees as part of the Proposal.

22. Contract Period - The services agreement shall cover the period from September 1, 2008 through August 31, 2011 or an equivalent period depending upon date of the services agreement is awarded. The agreement may be renewed at the expiration of its original term by mutual agreement of the parties. The renewal may be for up to two additional one-year terms.

Notice of intent to renew will be given to the Contractor in writing by the Library, normally within ninety (90) days before the expiration date of the current services agreement. This notice will not be deemed to commit the Library to renew the services agreement.

23. Protest of Award - Any person who has an objection to the awarding of the services agreement to any Vendor by the Library, shall lodge that protest, in writing, with the Library no later than 5:00 p.m. local time of the fifth (5th) calendar day following release of the Library's Notification of Award letter. The Library retains the right to reject all protests not filed within this time or those found to be without merit.

24. Vendor Inquiries - Any questions regarding this RFP must be submitted in writing no later than July 17, 2008 and directed to:

Pamela Knox Hammersley
Contract Administrator
Indianapolis Marion County Public Library
2450 N. Meridian Street, PO Box 211
Indianapolis, IN 46206-0211

Please include your name; the name of your company; the telephone number; address; and e-mail address of the person responsible for making decisions in your company.

25. News Releases - News releases pertaining to this RFP or the requested services shall not be made without prior approval of the Library.

26. Standard/Licensure Requirements - The selected Contractor shall provide documentation to the Library evidencing all necessary licenses required to perform the services prior to the awarding of the contract.

27. Out of State Vendors - It shall be a condition to the services agreement that any out-of-state Vendor that may be selected as Contractor shall be duly registered and qualified to do business within the State of Indiana.

E. GENERAL TERMS AND CONDITIONS

Any Vendor entering into a contract with the Library must agree to a number of general terms and conditions.

If a Vendor cannot agree to any of the stated general terms and conditions, its Proposal must clearly state the reason for any such non-compliance.

The submission of the proposal herein constitutes the agreement of any Vendor that any contract to be drawn as a result of an award herein will be prepared by the Library. The submission of a Proposal shall further constitute the agreement of each Vendor that it will not insist on the use of standard contract agreements, documents or forms, and that it waives any demand for the use of its standard agreements. The language of the services agreement to be executed will be drafted

under the supervision of the Library's attorney and shall be the controlling document. Vendors are requested, however, to submit copies of their applicable standard contract forms for information purposes.

1. Compliance With Laws - In performing under a service agreement, the Contractor shall comply with all applicable laws, ordinances, rules, regulations, and codes of Federal, State and local governments.

2. Continuation During Disputes - The Contractor agrees that, notwithstanding the existence of any dispute between the parties, insofar as is possible under the terms of the services agreement to be entered into, each party shall continue to perform the obligations required of it during the continuation of any such dispute, unless enjoined or prohibited by any court.

3. Organization Employment Disclaimer - Any services agreement entered into as the result of this RFP will not constitute, create, give rise to or otherwise recognize a joint venture, agreement or relationship, partnership or formal business organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly set forth therein. The Contractor will agree that no persons supplied by it in the performance of the contract are employees of the Library and further agrees that no rights of the Library's civil service, retirement or personnel rules accrue to such persons.

The Contractor shall have sole responsibility for all salaries, wages, bonuses, retirement, withholdings, workers' compensation and occupational disease compensation insurance, unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning such persons provided by such Contractor in the performance of the contract and shall save and hold the Library harmless with respect thereto.

4. Estimated Usage - The services agreement shall be on an as needed, if needed basis. The Library makes no guarantee as to the amount of usage. The data included in this RFP is for informational purposes only.

5. Method of Payment – The selected Contractor will be paid in accordance with payment procedures as stipulated in the services agreement. Reports and invoices submitted must contain the contract number under which the services agreement is awarded. Contractor shall submit invoices and reports to the addressee designated in the services agreement.

The selected Contractor will be required to submit monthly invoices for services rendered and include a detailed breakdown of all charges.

All invoices will be paid within thirty (30) days of receipt by the Library unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor shall provide complete cooperation during any such investigation.

7. Insurance – The selected Contractor, performing as an independent contractor under a service agreement, shall be required to carry Commercial General Liability and Errors and Omissions

coverage and other insurance coverage in amounts requested by the Library. The Library shall have no responsibility or liability for such insurance coverage.

The selected Contractor must provide certificates of insurance compliance prior to execution of the services agreement. The Library shall be listed as an additional insured and must be notified thirty (30) days in advance of insurance modification, cancellation or termination.

8. Suspension of Work/Termination or Suspension - The Library reserves the right to terminate or suspend all or any portion of the service for which the Contractor is engaged by giving thirty (30) days' prior written notice to the selected Contractor; however, if any portion of the services shall be terminated or suspended, the Library shall pay the Contractor equitably for all services properly performed pursuant to the services agreement.

9. Prime Contractor Responsibility - Planned use of subcontractors in connection with a services agreement should be clearly explained and described in the Proposal. The prime contractor will be responsible, and must take responsibility for the performance under the entire services agreement whether or not subcontractors are used.

10. Confidentiality of Information - The Vendor shall treat all information furnished by the Library and services provided hereunder as confidential. The Vendor shall not disclose such information to others without the prior written consent of the Library's authorized representative.

11. Audit of Contract Records - The Contractor must keep all resulting contract records separate and make them available for audit by Library personnel upon request.

F. PROPOSAL REQUIREMENTS

1. Introduction - The following guidelines are provided to ensure the equitable evaluation of competitive sealed Proposals and to contain the cost of participation to some reasonable level. Therefore, Proposals should be prepared as closely as possible in accordance with the instructions outlined in this section. Vendor is advised to read this RFP in its entirety. Failure to read and/or understand any portion of this RFP shall not be cause for waiver of any portion of the RFP.

2. Proposal Format - The Proposal shall be signed by an individual authorized to bind the Vendor and shall contain a statement to the effect that the Proposal is a firm offer for a one hundred eighty (180) calendar day period from the date of the opening. The Proposal shall provide the name, title, address and telephone number of individuals with authority to contractually bind the Contractor and who may be contacted during the period of the services agreement. All fees quoted shall be firm and fixed for the full contract period.

Proposals are requested to be typewritten and on 8-1/2 x 11 inch paper for ease of evaluation. Responses should be specific and complete in every detail, prepared in a simple straight-forward manner.

- a. A letter of proposal submission and introduction, including the name and address of the

firm submitting the Proposal, and name of a contact person, shall be the first page of the Proposal. The Proposal shall be signed by an authorized representative of the Vendor and shall include the name (s), title, address, and telephone number of the individual(s) authorized to negotiate a services agreement with the Library.

b. An executive summary highlighting the Vendor's background, experience and variety of services, and any service enhancements unique to the Vendor shall immediately follow the letter of proposal submission and introduction.

c. A brief statement of the Vendor's understanding of the Services required and the accounts to be serviced.

d. A work plan detailing the approach the Vendor intends to follow in providing the Services required as outlined in this RFP.

e. The Vendor's fees for Services to be performed.

f. The Vendor shall define the capability of its organization to meet the intended objectives of this RFP. Description of the Vendor's organization chart, names of staff members that would primarily be assigned to this account, the role of each staff member, and resumes of principal officers showing education and experience relevant to this type of work.

g. Three local references showing prior experience in the areas as outlined in this RFP preferably with libraries, government agencies and/or corporate clients. Each reference shall include the name and address of client, the name and telephone number of individual who can be contacted for verification of services and a list of services performed for each reference.

h. Copies of reports, forms, standard agreement, etc.

i. Include any other information that is considered to be important and relevant by the Vendor.

3. Proposal Submittal Instructions - An original and three (3) copies of the Proposal shall be sealed in a package(s) showing, in addition to the following address, the following information on the outside:

a. Vendor's Name:

b. Request for Proposal entitled:

c. Proposal Submission Deadline:

The Proposal package shall be delivered or sent by mail to:

Pamela Knox Hammersley
Contract Administrator
Indianapolis Marion County Public Library
2450 N. Meridian Street, PO Box 211
Indianapolis, IN 46206-0211

4. Proposal Evaluation - Proposals will be evaluated by the Library and the highest ranking Vendors may be asked to make a formal presentation to the Board/Evaluation Committee. Evaluation of the Proposals will include but may not be limited to the following areas:

Normal hourly rate;
Overtime hourly rate;
Holiday hourly rate;
Percent of mark-up on supplies and parts;
Education and experience of staff;
Written confirmation that vendor is authorized or certified to inspect and repair the library fire alarm systems;
Documentation on ability to Provide 24/7 Coverage; and
Three references for the same type of service as outlined in this RFP with contact persons name, business name, telephone number, and type of work performed.

Weighting

a. Proven service capabilities (i.e., proven ability to handle large accounts successfully based upon feedback received from references.) Overall quality and completeness of service. Preference will be given for library references.	50%
b. Cost of services (fees)	25%
c. Understanding of Library's needs, problems, tasks, availability for training and personal service.	25%

ATTACHMENT A

<u>LIBRARY NAME</u>	<u>LIBRARY LOCATION</u>
LIBRARY SERVICE CENTER	2450 N. MERIDIAN ST. Indianapolis, IN 46206
CENTRAL LIBRARY	40 E. ST. CLAIR ST. Indianapolis, IN 46204
BRIGHTWOOD BRANCH	2435 N. SHERMAN DR. Indianapolis, IN 46218
COLLEGE AVENUE BRANCH	4180 N. COLLEGE AVE. Indianapolis, IN 46205
DECATUR BRANCH	5301 KENTUCKY AVE. Indianapolis, IN 46221
EAGLE BRANCH	3325 LOWRY RD. Indianapolis, IN 46222
EAST 38TH STREET BRANCH	5420 E. 38TH STREET Indianapolis, IN 46218
EAST WASHINGTON BRANCH	2822 EAST WASHINGTON ST. Indianapolis, IN 46201
FLANNER HOUSE BRANCH	2424 DR. MARTIN LUTHER KING JR. ST. Indianapolis, IN 46208
FOUNTAIN SQUARE BRANCH	1066 VIRGINIA AVE. Indianapolis, IN 46003
FRANKLIN ROAD BRANCH	5550 SOUTH FRANKLIN RD. Indianapolis, IN 46239
GLENDALE BRANCH	6161 N. KEYSTONE AVE. Indianapolis, IN 46220
HAUGHVILLE BRANCH	2121 WEST MICHIGAN ST. Indianapolis, IN 46222
IRVINGTON BRANCH	5625 EAST WASHINGTON ST. Indianapolis, IN 46219

LIBRARY NAME**LIBRARY LOCATION**

LAWRENCE BRANCH

7898 N. HAGUE ROAD
Indianapolis, IN 46256

NORA BRANCH

8625 NORTH GUILFORD AVE.
Indianapolis, IN 46240

PIKE BRANCH

6525 ZIONSVILLE ROAD
Indianapolis, IN 46268

SHELBY BRANCH

2502 SHELBY STREET
Indianapolis, IN 46203

SPADES PARK BRANCH

1801 NOWLAND AVENUE
Indianapolis, IN 46201

WARREN BRANCH

9701 E. 21ST STREET
Indianapolis, IN 46229

WAYNE BRANCH

198 S. GIRLS SCHOOL RD.
Indianapolis, IN 46231

WEST INDIANAPOLIS BRANCH

1216 S. KAPPES STREET
Indianapolis, IN 46221

WAREHOUSE

815 N. PENNSYLVANIA ST.
Indianapolis, IN 46204

AMBASSADOR BUILDING

39 E. 9th STREET
Indianapolis, IN 46204

ATTACHMENT B

Fee Schedule

Normal Hourly Rate	\$ _____
Overtime Hourly Rate	\$ _____
Holiday Hourly Rate	\$ _____
Percent of Mark-up on Supplies & Parts	\$ _____
Truck Charge or Service Fee per location	\$ _____